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ABSTRACT

This is a workbook that assists college faculty to design their own courses. The process is organized in a series of stages each of which is given a chapter: gathering, planning, implementing, teaching and evaluating. The first chapter on gathering describes the process for collecting as much information about the course as possible by describing the course, describing the learners, and preparing a content list and a resource list. These steps will help develop a broad and strong conception of the course. The next chapter addresses the planning stage which involves creating an ideal image of the course, and moving toward a more realistic one through analysis of the ideal course, diagraming the course and working out timing. This step helps to develop a course that reflects the interests and skills of the teacher, not just the dictates of the discipline. The next chapter on implementation shows how to consider all aspect of the design thus far in detail, prepare each "unit" for the classroom and other details. The final chapter reviews teaching and evaluating the course and offers suggestions for effective teaching and evaluation. Included are an index, a glossary and a 26-item bibliography. (JB)

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